Reference Department, [ahcref@uwyo.edu](mailto:ahcref@uwyo.edu); 307-766-3756

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**Self-Service/On-Site Duplication**

* Self-service photocopies, per page .20
* Self-service scanning (on AHC equipment only), per page no charge
* Self-service digital camera (with patron provided camera, no flash) no charge

**Duplication by AHC Staff**

½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed $100.00. Interest charges to accounts over 60 days in arrears will be at the market rate (to be determined by the University Controller).

* PDF Scans, per page, limit of 250 pages
  + 8.5”x11” or 8.5”x14” 1.00
  + 11”x17” 1.25
* Special FormatScanning, per page, limit of 250 pages 2.00
  + For bound volumes such as scrapbooks, diaries, fragile items etc.
* Map Scanning/Oversize, per square foot, limit of 100 square feet 3.00
  + For flat items up to 42” wide.
  + Up to 300dpi, JPEG or TIFF. Black/white or color.
* Digital Imaging Services, per item 15.00
  + Scanningfor documents up to 11”X17”
* Audio-Visual & Born Digital Duplication, per hour, half-hour minimum 18.00
  + per hour rate 30.00
* Photographic Prints, per item
  + - Up to 8x10 22.00
    - Up to 13x19 35.00
    - 16”x20” print 40.00
    - 20”x24” print 50.00
    - 24”x30” print 70.00
    - 24”x36” print 85.00
    - 30”x40” print 100.00

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* Oversize Camera Photography, per hour 75.00
  + For items such as maps, architectural drawings, paintings or items

too fragile for scanning.

* + One hour minimum Includes setup and takedown.

**Other Services and Fees**

Research Assistant, as available, per hour 10.00

Commercial Use Project Fee, minimum charge 100.00

Rush Fees for all Duplicating Services Plus 50%

Minimum Rush Fee 30.00

Shipping charges are estimated from applicable vendor website